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ABSTRACT

This book offers students, practicing managers, and human resource professionals a comprehensive, current, research-based introduction to the human resource management (HRM) function. It is organized in eight sections, logically following the progression of individuals into, through, and out of the organization. Part 1, overview and introduction, covers the following: definition of HRM; the international, strategy, ethics, and utility themes; trends and challenges affecting HRM; and career tracks and preparation. Part 2 on planning for organizations, jobs, and people discusses these topics: strategic issues in HRM, planning programs to deal with anticipated shortfalls or surpluses, and job analysis. Part 3 on acquiring human resources addresses the following: the latest equal employment opportunity legislation and enforcement procedures, recruitment techniques, reliability and validation methods, and selection. Part 4 on building individual and organizational performance discusses HRM development and HRM approaches to improving competitiveness. Part 5 covers performance appraisal and reward systems (compensation). Part 6 is concerned with maintaining human resources: safety and health, labor relations, and organizational exit. Part 7 raises issues involved in multinational HRM. Part 8 explores the challenges in shifting organizations from a personnel management to a strategic HRM orientation. Company, author, and subject indexes are appended. (YLB)

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